



# WORKPLACE COURSE INFORMATION BROCHURE

## **Workplace Training:**

- Dedicated to quality with highly qualified trainers & assessors via a registered training organization
- Training delivered in the workplace allows students to learn on familiar equipment and familiar surroundings
- As little as 1 day in the workplace, plus self- paced study & practical supervision

**(03) 9305 67 56**

**[www.ozforksmelbourne.com.au](http://www.ozforksmelbourne.com.au)**

**[info@ozforksmelbourne.com.au](mailto:info@ozforksmelbourne.com.au)**

\* Prices subject to change without notice. Please contact us for current prices. Please read course information brochure attached prior to booking.



**COURSE INFORMATION BROCHURE**  
**WORKPLACE TRAINING**  
**TLILIC2001A Licence to operate a forklift truck**



**Introduction:**

This unit of competency is delivered by OZFORKS. in conjunction with AITAC P/L Registered Training Organisation (RTO) 3591. ITA is responsible for the training and assessment and AITAC P/L are responsible for ensuring the training and assessment is nationally recognised. TLILIC2001 is a unit of competency from the TL110 Transport and Logistics Training Package. The unit is delivered within the workplace via a combination of face to face training, self-paced learning and on the job operation of the forklift truck.

**Information for Employers:**

This training can be successfully delivered in a Workplace, provided the employer is fully aware of their roles and responsibilities, and can provide suitable facilities and equipment. The employer must also facilitate the removal of the student(s) from normal work duties for the training and assessment.

**Benefits of this training:**

Students assessed as competent will be eligible to apply to WorkSafe for a Licence to Perform High Risk Work.

**Eligibility and prerequisites:**

- Must be 18 years of age or over
- There is an ID requirement that must be met (please refer to “Proof of Identity” in this brochure)
- Basic English, literacy and numeracy skills at a level sufficient to read and interpret workplace documentation.
- Must not currently hold an equivalent High Risk Work Licence (LF) from any jurisdiction in Australia
- **The Assessment must be conducted in English without the use of an interpreter, and applicants need to understand that there is a requirement to complete a closed book theory assessment, calculation assessment and a practical driving assessment.**

**Course Contents:**

<ul style="list-style-type: none"> <li>• <i>High Risk Work and OH&amp;S Legislation</i></li> <li>• <i>Plan Work – Hazard Identification / Control Measures</i></li> <li>• <i>Consultation and Communication</i></li> <li>• <i>Forklift Characteristics</i></li> <li>• <i>Centre of Gravity</i></li> <li>• <i>Stability</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Load Centre Distance &amp; Rated Capacity</i></li> <li>• <i>Forklift Attachments</i></li> <li>• <i>Pre-Start and Operational Checks</i></li> <li>• <i>Fault Reporting</i></li> <li>• <i>Load Shifting</i></li> <li>• <i>Emergency Procedures</i></li> <li>• <i>Shut Down</i></li> </ul>
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**Course Fee:**

<b>Course Fee</b> (Training and Assessment)	Refer Website
<b>Re-Assessment Fee</b> (if required)	\$150.00
<b>Verbal Assessments</b> ( <i>to be arranged prior to assessment</i> )	\$ 95.00 extra per person

**Payment Terms:**

**Companies:** To be invoiced  
**Individuals:** Upon booking



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**Length of Course / Training Plan:**

Training / Assessment Plans will be developed with students and employers to ensure that individual needs are met. Training includes face to face, self-paced theory study and supervised workplace forklift operations.

An example of how the Training/Assessment Plan may be structured as follows:

- Students are required to read and complete questions in the student study guide which will be supplied on course commencement and forklift practice operation under direct supervision of a licenced person.  
Once the self-paced component is completed;
- The High Risk Work Trainer / Assessor will deliver group session that will consist of theory and driving review followed by assessment. Timeframes and training dates are negotiated with the students and employer at booking.

**Assessment:**

Assessment of this unit is conducted by an Appointed High Risk Work Assessor who is registered by WorkSafe, using a Mandated National Assessment Instrument. The Assessment will be conducted in three sections, a Knowledge assessment, a Calculations Assessment which includes basic calculations that can be completed with the aid of a calculator, and a Practical driving assessment. The outcome of the Assessment will be Competent or Not Yet Competent. If you are assessed as Not Yet Competent, a revised training / assessment plan will be completed; if you choose to do a re-assessment a re-assessment fee will apply which is listed under course fees.

**Licence Fees:**

Upon successful completion of this unit of competency, students will be issued with a WorkSafe Notice of Assessment (Temporary Licence) and WorkSafe licence application form which is to be completed and returned to OZFORKS. The application fee for this 5 year licence is \$94.00 payable directly to WorkSafe. This fee is separate from your course fee. Payment options are cheque, money order, MasterCard, visa. The RTO will forward the application form to WorkSafe with other required documents.

**Proof of Identity:**

WorkSafe Victoria's aim is to ensure that the person to whom they issue a High Risk Work licence is the person who attended the training. In order to accomplish this WorkSafe require AITAC (RTO) to verify the identity of the training course participant.

**Examples of Documents that can be used as proof of identification:**

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Drivers Licence or Boat Operator Licence – Australian with photo, must be current
- Drivers Learners Permit – Australian with photo, must be current
- Firearm Licence – Victorian with photo, must be current.
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID Card with photo
- Other Australian Government issued ID card with photo
- Photo Identity Card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current or Consumer Affairs Victoria Proof of Age Card with photo

On each day of your course, your trainer will need to sight your original Photo Identification and obtain a photocopy which will be kept on file by OZFORKS as per WorkSafe Proof of Identity requirements. Accepted ID must contain Photo, ID Type, Number, Expiry Date, Signature and Date of Birth of Student.



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#### **Enrolment Process:**

The employer must ensure that all potential students are given this course information prior to enrolment so they can make an informed choice about their enrolment with OZFORKS. Completed Enrolment forms need to be returned to OZFORKS who under arrangements will forward to AITAC. See contact details for both parties on last page of this brochure.

#### **Individual Needs:**

If you have any individual needs that may impact on your enrolment in this course, please contact OZFORKS to discuss how we can assist you. Verbal assessments can be conducted where a student has Language, literacy and numeracy needs.

#### **National Recognition:**

As an RTO, AITAC will Nationally Recognise credentials issued by another RTO from any State/Territory of Australia. If you can demonstrate that you have completed any relevant qualifications or statements of attainment through another RTO after establishing authenticity AITAC P/L will recognize these. National Recognition will be done at no cost to the student and will not require any further assessment. For further information or to apply contact AITAC P/L.

#### **Credit Transfer:**

Where you can demonstrate that you have completed any relevant qualifications, statements of attainment or other formal learning, after establishing authenticity AITAC P/L will transfer credit where applicable to the course in which you are currently enrolled. For further information or to apply contact AITAC P/L.

#### **Recognition of Prior Learning (RPL):**

Recognition of Prior Learning is a process by which a prospective student can demonstrate knowledge and competencies currently held, as a result of past experience or training, and through this, possibly gain credit towards the unit of competency. For this unit of competency, you can only apply to RPL the training component. If you are successful in your RPL application, you will still need to complete the Mandated National High Risk Work Assessment for this unit. The fee for your RPL application against the training component of this course is \$250 per unit. If you are successful in your RPL application you will be able to sit the Mandated National High Risk Work Assessment which will attract a fee of \$220 per unit. If you are not successful in your RPL application against the training component, an individual Training Plan will be developed to ensure you gain the required knowledge. The cost of this training will be worked out on a case by case basis by Star AITAC P/L and notified prior to commencing; however the total cost of your RPL application, training and licence assessment will not exceed \$445 per person. If you want more information on RPL please contact ITA for the RPL application.

#### **Refund Policy**

- If the employer / student withdraws 7 days or more prior to the course commencement dates: full refund of course fee, less \$50 administration fee per enrolled student.
- If the employer / student withdraws less than 7 days, but more than two business days prior to the course commencement date: 50% of course fee will be charged.
- If the employer / student withdraws less than two business days prior to the course commencement date: Course fees are non-refundable
- If the course is cancelled by OZFORKS, the employer / student will be offered the option to re-schedule the training, or will be entitled to a full refund of all monies paid in advance for the enrolled course.
- Course fees are non-transferable



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**Safety, Security and Welfare Measures**

OZFORKS is committed to compliance with relevant Occupational Health & Safety legislation. In addition to ensuring that the employer can meet all the requirements, the High Risk Work Trainer /Assessor will conduct a check to ensure that all the required resources are available and facilities are adequate prior to commencing training or assessment. This will ensure only suitable and safe environments are used for training. Where this cannot be achieved, training will not be delivered.

- Students need to be wearing fully enclosed and appropriate footwear such as safety boots and high visibility clothing or vest at each training / assessment session.
- If the workplace requires any other PPE that must be provided for the student as well.

**Access & Equity**

OZFORKS is committed to the principles of access and equity and abides by all relevant legislation with regard to Equal Opportunity and Anti-Discrimination. We work to ensure that any person who meets the entrance criteria of a course has appropriate access to achieve a positive outcome.

**Privacy Legislation - Collection and use of personal information**

OZFORKS is committed to providing a high level of customer service. This includes protecting your privacy. We respect the rights of individuals to secure privacy in regard to the personal and health information provided to OZFORKS. We will take all reasonable steps to ensure that the collection, use, handling and disclosure of your information comply with privacy legislation. We collect personal information from you when you apply to enroll into a course via our enrolment form. We will not divulge any personal information to a third party for any reason other than the primary purpose for its collection, or where required by law.

**Student records**

Student result records are held for a period of 30 years. If a student should require a re-print of a credential issued there is a Certificate Reprint procedure, and the appropriate form is available from AITAC P/L.

**Student conduct and cheating:**

OZFORKS is committed to ensuring a safe and productive educational environment. Students will be required to behave in a safe, mature and respectful manner. Students are expected to cooperate with all staff and trainers providing this service and abide by the information in the course brochure and student induction. Cheating is not acceptable.

Definition of cheating is;

- Cheating – violation of the assessment rules to gain an advantage

**Continuous Improvement:**

AITAC P/L and OZFORKS are committed to continuous improvement of their operations and will therefore require you (and your employer) to complete feedback questionnaires during the training. These will be simple and short and we encourage honesty in your comments so that we have opportunity to improve our training services.

**Whom do I contact for further information?**

<p><b>OZFORKS Melbourne</b></p> <p>Postal: PO Box 205 Craigieburn 3064 Phone: 9305 6756 Email: <a href="mailto:info@ozforksmelbourne.com.au">info@ozforksmelbourne.com.au</a> WEB: <a href="http://www.ozforksmelbourne.com.au">www.ozforksmelbourne.com.au</a></p>	<p><b>AITAC P/L RTO 3591</b></p> <p>PO Box 146, Riddell's Creek, Victoria 3431 Phone: 1800 622 010 or (03) 5428 6077</p>
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